



RIVERDALE INSTITUTE

📍 Suite 19, 2-14 Station Place, Werribee, VIC 3030
🌐 <https://www.riverdaleinstitute.edu.au>
☎ 1800-902-480
RTO NO: 45754 | CRICOS Provider Code: 03949M



APPLICATION FOR RELEASE LETTER

STUDENT'S PERSONAL DETAILS:

FULL NAME	
STUDENT DOB/STUDENT ID	
PHONE NO.	
EMAIL	
ADDRESS	

COURSE DETAILS:

COURSE CODE & NAME			
STUDENT DOB/STUDENT ID		RELEASE EFFECTIVE FROM	

STUDENT DECLARATION

- I understand that this application does not guarantee the issue of a release letter.
- I understand that I must provide the necessary documents as requested by Riverdale Institute (such as an offer letter from another provider).
- I understand that I must maintain my enrolment at Riverdale Institute while the application is being processed.
- I declare that all the information provided in this form is accurate and correct and no false/fake document has been attached.
- I acknowledge that I have read and understood all the requirements for this request.
- I acknowledge that I understand all the relevant policies and procedures regarding this change, including Riverdale's Fee Charges and Refund Policy.
- I acknowledge that I have been advised to contact the Department of Home Affairs regarding any visa changes to the student visa.
- I understand that I must pay my all due monies as one of the requirements for getting a release letter.
- I am aware of my appeal rights.
- I understand that I must discuss the issue with the student support officer before applying for the release letter.
- I understand that processing time for the application for the release letter is 10 working days.

Student signature:

Date:

OFFICE USE ONLY:

RECEIVED BY		DATE	
OUTCOME OF THE REQUEST	<input type="checkbox"/> Release granted	<input type="checkbox"/> Release not granted	
REASON FOR THE DECISION			
PROCESSED BY		DATE	